

**DPS-5753**

**20 November 1958**

**MEMORANDUM FOR: Contracting Officer, DPS/DCI  
Comptroller, DPS/DCI**

**SUBJECT : Approvals Procedures**

1. In the light of the situation I discussed at the Staff Meeting on 18 November, I am anxious to accomplish changes in our approvals procedures which will greatly reduce the flow of such papers across my desk. I feel that I should shift elsewhere responsibility for final approval of all invoices prior to payment. For the present it is probably desirable that I continue to sign off on approvals of new contracts or contract amendments that obligate additional funds or would significantly increase the funds already obligated under an existing contract. On the other hand, I believe it is unnecessary for me to sign off on contract amendments which are of a purely record character and do not significantly change either the size or terms of a contract.

2. I would appreciate if the addressees would give me their recommendations as to the documentation and approvals required to make these changes. I will advise you shortly the name of the individual to whom this authority should be shifted. My present inclination is to place this responsibility on

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**RICHARD M. BISSELL, JR.**  
**SA/PD/DCI**

**SA/PD/DCI:RMB:djm**  
**O-Contracting Offr, DPS/DCI**  
**1-Comptroller, DPS/DCI**  
**1-Dir of D&P, DPS/DCI**  
**1-Dep Dir, DPS/DCI**  
**✓1-SA/PD/DCI Chrono**